

New Business Checklist
Gardner, Kansas (Johnson County)

First Stop Clearinghouse, Topeka, Janice Milburn (785) 296-5298

Starting a Business in the State of Kansas: <https://www.accesskansas.org/apps/kbc.html>

Jurisdiction	Description	Fee	Contact
City of Gardner	Building Permits	Based on Construction Valuation	Community Development Department 120 East Main Gardner, KS 66030 (913) 856-0913
State of Kansas	Business Registration , not required for sole proprietorships, but required for all other business structures including non-profits.	Fees vary depending on type of business structure.	Kansas Secretary of State Memorial Hall, 1 st Floor 120 SW 10 th Avenue Topeka, KS 66612-1594 (785) 296-4564
State of Kansas	Business Sales Tax I.D. , required of businesses charging sales tax. Fill out a Kansas Business Tax Application	No fee	Kansas Department of Revenue 915 SW Harrison St. Topeka, KS 66612 1-877-526-7738
City of Gardner	Contractor License ,	Via Johnson County Contractor License Program	Contractor Licensing Department 111 S. Cherry, Room 1056 Olathe, KS 66061 (913) 715-2233
Johnson County	Contractor's License , there are 3 types of building licenses, electrical, plumbing and mechanical. Req to either have a B.S. in Architecture / Engineering / Construction Science or to have passed a trade exam.	\$300 – 1 st year \$200 – 2 nd year on must pay in check or cash	Contractor Licensing Department 111 S. Cherry, Room 1056 Olathe, KS 66061 (913) 715-2233
City of Gardner	Earnings Tax	No local earnings tax collected	N/A
City of Gardner	Environmental Health Permits	Massage Therapist	(Johnson County Health for food service, restaurants)

	(air quality, swimming pools, food service, restaurants, massage parlors, etc.)	Establishment Permit Fee: \$200.00 Massage Therapist Permit: \$25.00	Community Development Department 120 East Main Gardner, KS 66030 (913) 856-0913
City of Gardner	Fire Safety Inspection	No Fee	Community Development & Public Safety Departments 120 East Main Gardner, KS 66030 (913) 856-0913
City of Gardner	Food Establishment Permit	Not Required	N/A
State of Kansas	Liquor Permit	Fees vary	Kansas Department of Revenue Alcohol & Beverage Control Division (877) 526-7738 (options 1, 5, 4) http://www.ksrevenue.org/abclireg.htm
City of Gardner	Liquor permit for Drinking Establishments, Private Clubs & Caterers (must get State Permit first)	\$250.00	City Clerk's Office, City Hall 120 East Main Gardner, KS 66030 (913) 856-0951
City of Gardner	Massage Therapy Permit	Massage Therapist Establishment Permit Fee: \$200.00 Massage Therapist Permit: \$25.00	Community Development Department 120 East Main Gardner, KS 66030 (913) 856-0913
Johnson County	Merchant's License	Not required	Not required
City of Gardner	Occupational License	Not Required	Not Required (except Massage Therapy)
City of Gardner	Outdoor Advertising Sign Permits		Community Development Department 120 East Main Gardner, KS 66030 (913) 856-0913

City of Gardner	Pet Licenses (licenses required for all dogs and cats)	Fees vary depending on spay or neuter	Department of Public Safety 440 East Main Gardner, KS 66030 (913) 856-7312
City of Gardner	Retail Cereal Malt Beverage Permit	\$50.00 for original and unopened containers not for consumption on the premises \$75.00 for consumption on the premises Plus an additional \$25.00 State Stamp fee for either	City Clerk's Office, City Hall 120 East Main Gardner, KS 66030 (913) 856-0951
State of Kansas	Sales Tax Exemption Certificate , used for the purchase of items that will be resold or used as ingredients in a product for sale. Sales tax is passed along to customer.	No fee	Kansas Department of Revenue 915 SW Harrison St. Topeka, KS 66612 1-877-526-7738
City of Gardner	Security Alarm Users Permit , for any commercial or residential alarm system that could elicit a police response. Auto alarms are exempt.	Installation with Bldg Permit; No False Alarm Fee	Community Development & Public Safety Departments 120 East Main Gardner, KS 66030 (913) 856-0913
Johnson County	Tangible Commercial Personal Property Tax	A percentage based on the value of business equipment	Office of the Appraiser 111 S. Cherry St., Suite 2100 Olathe, KS 66061 (913) 829-9500
City of Gardner	Zoning Clearance		Community Development Department 120 East Main

			Gardner, KS 66030 (913) 856-0913
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For Companies Hiring Employees

Jurisdiction	Description	Fee	Contact
State of Kansas	Workers Compensation Insurance , required of all employers who have or expect to have a gross annual payroll of \$20,000 in a calendar year. Insurance is acquired through private carriers.	Premiums vary	Division of Workers Compensation Kansas Dept. of Human Resources 800 SW Jackson, Suite 600 Topeka, KS 66612-1227 (785) 296-3441 www.hr.state.ks.us
State of Kansas	Unemployment Insurance , most businesses with payroll are required to pay insurance quarterly. It's due when employer begins paying the first payroll. The first 3 years are at an industry rate, then employer can get an individual rate based on history.	Industry rates vary from 2.97% - 4.84%	Division of Employment Security Kansas Dept. of Human Resources 401 SW Topeka Blvd. Topeka, KS 66603-3182 (785) 296-7082 www.hr.state.ks.us
Federal	Employee Identification Number	No fee	Obtain an SS-4 form by phoning 1-800-TAX-FORM (1-800-829-4933, Option 1) or by logging onto the IRS website at www.irs.gov Once you have completed the SS-4 you can obtain your EIN number by phoning the IRS at (800) 829-4933 or by faxing the SS-4 to (215) 516-3990

This information is provided courtesy of KCSOURCELINK and is intended to provide an overview of requirements for new businesses in Johnson County, Kansas. The information is not comprehensive. Consultation with an accountant and/or attorney is advisable.